



DRAFT Instructions for the NCDOT TIA Checklist



What is the NCDOT TIA Checklist

The NCDOT TIA Checklist is a group of three sets of standard forms designed to facilitate the TIA need determination, project scoping, and TIA submittals. The objective is to improve TIA consistency and streamline the review and approval process statewide.

Who Should and How to Use the NCDOT TIA Checklist

The TIA checklist forms shall be completed by the Applicant (Developer) and TIA Consultant, and submitted sequentially to the NCDOT District Engineer for review and approval at each of the three study stages - TIA Need Determination, TIA Scoping, and TIA Submittal. The Applicant or TIA Consultant may need to revise the checklist based on comments received during the TIA scoping process. Upon approval by the NCDOT District Engineer and, if applicable, the Local Government Representative, these documents will serve as the official documentation of the TIA requirements, and shall be included in the subsequent TIA submittals. Without the approved TIA checklist, the TIA submittals may be rejected.

Project information can be provided by completing the fillable text boxes and selecting the appropriate checkboxes and items in the dropdown lists. The starter template already has checkmarks placed for items typically required by NCDOT. Additional supporting documents may be attached to the checklist.

Instructions for TIA Need Determination/Scoping Request

- Site trip generation should follow the current [NCDOT Congestion Management Capacity Analysis Guidelines](#), including the “Rate versus Equation” [spreadsheet](#).
- No trip adjustments are allowed to assess if the proposed development meets NCDOT’s TIA trip threshold (3,000 ADT).
- For redevelopment projects, existing site trip information may be provided on a separate sheet.
- The Applicant/TIA Consultant is recommended to coordinate with the local government and NCDOT District office concurrently for a joint TIA scoping or pre-submittal conference.

Instructions for TIA Scoping Checklist

Page 2 - Trip Generation

- Attach separate sheets for internal trip and pass-by trip calculations, if applicable.
- The pass-by percentage shall be applied only to the external trips, after any applicable internal trip adjustments.
- The total pass-by trips should not exceed 10% of the adjacent street volumes. Recent AADT data, if available, may be used to estimate the adjacent street volumes during TIA scoping. The TIA Consultant shall verify, and reduce as needed, the pass-by trip estimates after the new peak hour traffic counts become available.

Page 4 - Study Area Intersections and Data Collection

- The intersection numbers should be consistent with those used in the traffic analysis program.



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- If previous traffic counts will be utilized for the TIA, select "Use Existing Counts" for the corresponding intersections, and identify the "Date of Counts", any "Growth Adjustment" proposed to estimate the current traffic volumes, and the source of the data in the "Notes" column.
- Additional data collection needs (for signal warrant analysis, e.g.) may be specified as "Other" data.

Page 5 – Future Year Conditions

- An annual growth rate, when used in addition to the off-site development trips, may exaggerate the no-build conditions and skew the analysis results. No or a minimum background growth rate should be assumed if the TIA includes multiple approved off-site developments.

Page 7 – Agreement by All Parties

- The Applicant and TIA Consultant shall revise the TIA checklist as needed after the TIA scoping, and provide a clean copy for approval.

Instructions for TIA Submittal Checklist

- The "Deviations and Justifications" section is intended to provide the TIA consultant reasonable flexibility to exercise their professional judgement in conducting the traffic analysis, as the study progresses after the TIA scoping and more information becomes available.
- If the TIA document contains a section on the deviations and justifications, such section may be referenced here in lieu of repeating information on the submittal checklist.
- Any significant changes to the previously agreed-upon scope should be approved by the NCDOT/local government representatives. The TIA Consultant should use professional discretion to determine if the changes need to be communicated prior to the official submittal to prevent delays or rejections.